DEPARTMENT OF THE NAVY
COMMANDER
HELICOPTER TACTICAL WING
U.S. PACIFIC FLEET
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COMHELTACWINGPACINST 4790.4C
N4
14 JAN 2002

COMHELTACWINGPAC INSTRUCTION 4790.4C

Subj: REPORTING REQUIREMENTS OF THE MAINTENANCE AND MATERIAL DATA COLLECTION SYSTEM

Ref: (a) OPNAVINST 4790.2H

Encl: (1) 3M Summary Instructions
(2) Sample Form
(3) High Ten Trend Analysis

1. Purpose. Prescribe procedures for the reporting of summarized Naval Aviation Maintenance and Material management (3M) system statistical data for all COMHELTACWINGPAC activities. Proved standardized formats and guidelines for the submission of monthly Maintenance Data System (MDS) summary reports and to consolidate into one reference, pertinent information. Due to extensive revision, this instruction should be reviewed in its entirety.

2. Cancellation. COMHELTACWINGPACINST 4790.4B

3. Discussion. Reference (a) contains policy and procedures for Naval Aviation Maintenance Program and includes all aspects of the 3M documentation system.

a. The 3M system, through accurate and timely submission of maintenance data is designed to provide a management tool for the efficient and economical utilization of manpower and resources. Local management benefits from the system are directly proportioned to the local effort expanded in the assurance of data accuracy.

b. Deviation from the documentation procedures outlined in reference (a) or the Navy Maintenance Support Office (NAMSO) validation specifications NAMSO 4790.A7257-01 is not authorized and shall not be implemented without prior approval of Commander, Helicopter Tactical Wing, U.S. Pacific Fleet. Suggested revisions for improvement of 3M documentation procedures are encouraged and may be submitted to the Navy Management Systems Support Offices via the chain-of-command.

c. This instruction consolidates information pertinent to MDS management and documentation. Enclosures (1) and (2) relate to the submission of MDS data via a monthly 3M summary, and are self-explanatory.

4. Responsibilities. All HELTACWINGPAC activities shall fully support the MDS reporting program. Responsibilities include the established procedures for monitoring the MDS program with emphasis on:

a. Ensuring accuracy of documentation and expeditious submission of all data generated.

b. Utilization of data to improve aircraft material condition.

c. Utilization of data for improving aircraft maintenance procedures through effective management.

d. Monitoring supply effectiveness to provide rapid response time to maintenance material requirement.

e. Evaluating the adequacy and effective utilization of locally produced 3M reports.

5. Action

a. All organizational maintenance activities shall:

(1) Comply with the MDS documentation requirement of reference (a).

(2) Implement and monitor the provisions and requirements of this instruction and manage MDS programs.

(3) Activities and detachments supported by Data Service Facility (DSF) or have access to Streamlined Automated Logistics Transmission System (SALTS), will forward monthly report of Aircraft Summary Data (RECTYP 79) and submit corrections to AV3M submissions per reference 9a, Vol I, paragraph 13.5 and Vol IV chapter 8.2. NAVSEALOGCEN PATUXENT RIVER//N63// and COMNAVAIRPAC//N422C58// will be action addressees and COMHELTACWINGPAC//N431// will be an info address on all submitted reports/corrections.

(4) Activities and detachments not supported by DSF with no access to SALTS will comply with reference (a) Vol I paragraph 13.5(a)(3) to include the Monthly Flight Data Report submitted to COMNAVAIRPAC//N422C58//action and COMHELTACWINGPAC //N431// as info.

(5) Forward the monthly 3M summary not later than the third working day after receipt of monthly reports to COMHELTACWINGPAC (N431) utilizing the format provided in enclosures (1) and (2). Graphs and charts are not to be forwarded to COMHELTACWINGPAC.

(6) Make corrections to previous summaries if required by submitting complete corrected pages. "Corrected Copy" shall be clearly marked at the top of each page. Each corrected data element shall also be clearly identified by underlining, asterisks or encircling the corrected element.

(7) Maintenance Officers are expected to have personal knowledge of the contents of the monthly 3M summary, therefore the signature on the Flight Activity/History page may not be delegated.

6. Summary Security Classification. The 3M monthly summary is unclassified.

7. 3M Summary Distribution. Copies of the 3M monthly summaries should be handled as "For Official Use Only" and shall not be distributed to activities outside of the reporting activity's operational and logistics chain-of-command (with the exception of summary exchanges with other fleet activities) without prior approval from COMHELTACWINGPAC. Requests for summaries received from NADEPS, contractors, vendors, etc., shall be forwarded with recommendations via the chain-of-command to COMHELTACWINGPAC (N431) for disposition.

A. J. Dziel.

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Distribution:
COMHELTACWINGPACINST 5216.1D
List II and IV

3M SUMMARY INSTRUCTIONS

1. **AIRCRAFT FLIGHT ACTIVITY/HISTORY REPORT:** This section shall contain selected monthly and historical data for each aircraft bureau number in the activity's reporting custody as of the last day of the reporting month. Do not include any aircraft that have been transferred to other reporting custodians during the report month. This portion may be entered on regular bond paper and appended to the summary. The following data elements shall be included in the report in the format displayed. Sources of data include SCIR-3/E-00/Aircraft Logbook/Aircraft Record "A" Card.

a. Data Elements

(1) T/M/S - List the full aircraft Type/Model/Series designation (i.e., HH-46D, LC-130F, etc.).

(2) BUNO - List each aircraft BUNO in the unit's reporting custody.

(3) FLIGHT HOURS - List the total aircraft flight hours for the report month for each BUNO.

(4) Time Since New (TSN) - List the total aircraft flight hours since new for each BUNO.

(5) OPERATING SERVICE MONTHS (OSM) - For each aircraft, list the number of operating service months since last SDLM or since new if the aircraft has never undergone SDLM.

(6) TOUR/PERIOD - List the current tour or period number for each aircraft.

(7) STATUS - List the current aircraft status code (i.e., A20, A22, D40, G30, etc.).

(8) REMARKS - Enter any pertinent remarks as deemed necessary.

b. Required Format:

Example: FLIGHT ACTIVITY/HISTORY FOR MAY 1998

T/M/S	BUNO	F/H	T/S/N	OSM	T/P	ST	REMARKS
HH-46D	151937	22.0	579 8	12	1	A20	
HH-46D	151708	0	1105.8	10	2	G30	
HH-46D	152538	14.6	914 3	42	1	A20	
HH-46D	152522	0	1271.3	5	2	A20	DTG150125ZMAY98

Prepared By: **Submitted By:** **Approved By:**

Analyst/Date **Quality Assurance Officer/Date** **Maintenance Officer/Date**

2. AIRCRAFT MATERIAL CONDITION/UTILIZATION. This section contains summary of readiness and utilization data for aircraft assigned during the reporting period.

NOTE: This section must be completed by using machine reports or by utilizing local records. Blanks or N/A will not be accepted.

Data elements will be completed as follows:

a. T/M/S Aircraft: Enter the full aircraft Type/Model/Series (T/M/S), designation being reported (i.e., SH-3H, HH-46D, LC-130F, etc.).

b. Equipment In Service Hours (EIS): Enter the total hours the T/M/S was in a readiness reportable status (aircraft status code "A"). Source: (E-00/SCIR-3).

c. Hours/Percent Mission Capable (MC): Enter the total MC hours/percent for the T/M/S. (Should equal total of items 1. d., g, and h). Source: (SCIR-3/SCIR-4).

d. Hours/Percent Full Mission Capable (FMC): Enter the total FMC hours/percent for the T/M/S. Source: (SCIR-3/SCIR-4).

e. Hours/Percent Not Mission Capable Maintenance (NMCM): Enter the total NMCM hours/percent for the T/M/S. Should equal totals of items 2e.(1) and (2). Source: (SCIR-3/SCIR-4).

(1) Hours/Percent Not Mission Capable Maintenance Scheduled (NMCMS): Enter total NMCMS hours/percent for the T/M/S. Source: (SCIR-3/SCIR-4).

(2) Hours/Percent Not Mission Capable Maintenance Unscheduled (NMCMU): Enter total NMCMU hours/percent for the T/M/S. Source: (SCIR-3/SCIR-4).

f. Hours/Percent Not Mission Capable Supply (NMCS): Enter the total NMCS hours/percent for the T/M/S. Source: (SCIR-3/SCIR-4).

g. Hours/Percent Partial Mission Capable Maintenance (PMCM): Enter the total PMCM hours/percent for the T/M/S. Source: (SCIR-3/SCIR-4).

h. Hours/Percent Partial Mission Capable Supply (PMCS): Enter the total PMCS hours/percent for the T/M/S. Source: (SCIR-3/SCIR-4).

i. NR Flights: Enter the total number of flights (NR FLTS) for the T/M/S. Source: (NAVFLIRS-1).

j. FLT Hours: Enter the total flight hours (FLT HRS) for the T/M/S. Source: (NAVFLIRS-1).

k. Land Operations Flight Hours: Enter the total number of Land Operations Flight Hours for the T/M/S. Source: (NAVFLIRS-1).

l. Actual Aircraft: Enter the total number of BUNOs in Inventory Code "A" on the last day of the reporting period. Source: (SCIR-3).

m. Average Aircraft: Enter the average number of T/M/S in inventory Code "A" during the reporting period. Average number of aircraft is equal to total EIS hours divided by the number of EIS hours for one aircraft for one full month (i.e. 31 days times 24 hours equals 744 EIS hours).

3. AIRCRAFT MAINTENANCE DATA. This section contains a summary of maintenance data that was processed during the reporting period for all aircraft. (This will include aircraft presently and/or previously assigned). Data will also include any data reported against the aircraft's engine(s) by TEC on a TDC VIDS/MAF. Data elements will be completed as follows:

a. No Defect Data

(1) ML-1 Items Processed: Enter the total number of items processed with a Maintenance Level One (ML-1), by the reporting activity, (TEC TOTAL) for the T/M/S. Source: (MDR-5).

(2) ML-1 A-127/799 Items: Enter the total number of items processed with ML-1 by the reporting activity for the T /M/S which reflected an Action Taken Code "A" with Malfunction Codes "127" or "799". Source: (MDR-5/MDR-12).

(3) ML-1 Man-Hours: Enter the total man-hours processed with ML-1 by the reporting activity for the T/M/S which reflected an Action Taken Code "A" with Malfunction Codes "127' or "799". Source: (MDR-5/MDR-12).

(4) ML-2 Items Processed: Enter the total number of items processed by the supporting IMA with Maintenance Level Two (ML-2), (TR31) for the T/M/S. Source: (MDR-5).

(5) ML-2 A-127/799 Items: Enter the total number of items processed by the supporting IMA with ML-2 , (TR31) with Action Taken Code "A" and a Malfunction Code "127" or "799" for the T/M/S. Source: (MDR-5).

(6) ML—2 Man-Hours: Enter the total man-hours documented by the supporting IMA with ML-2, (TR3l) with Action Taken Code "A" and Malfunction Code "127" or "799". Source: (MDR-5).

4. Direct Maintenance Man-Hours:

a. ML-1: Enter the total ML-1 man-hours documented against the T/M/S and its engines by the reporting activity. Source: (MDR-5).

b. ML-2: Enter the total ML-2 man-hours documented against the T/M/S by the supporting IMA. Source: (MDR-5).

5. Cannibalization Data:

a. Total Items: Enter the total items processed with Action Taken Code "T" for the T/M/S. Source: (MDR-12).

b. Total M/H: Enter the total man-hours expended in cannibalization actions with Action Taken Code "T" for the T/M/S. Source: (MDR-12).

6. Corrosion Data: (ML-1 Items/Man-Hours Only)

a. Total Prevention I/P: Enter the total items processed (*total) with Work Unit Code (WUC) 040 for the T/M/S. Source: (MDR-11).

b. Total Prevention M/H: Enter the total man-hours recorded (*total) with Work Unit Code (WUC) 040 for the T/M/S. Source: (MDR-11).

c. Total Treatment I/P: Enter the total items processed with Action Taken Code "Z" and Malfunction Code "170" for the T/M/S. Source: (MDR-11).

d. Total Treatment M/H: Enter the total man-hours recorded (*total) with Action Taken Code "Z" and Malfunction Code "170" for the T/M/S. Source: (MDR-11).

7. MAINTENANCE OFFICER DATA: Provide the following data elements in the April and October summaries and on a recurring basis as changes in personnel dictate. Data is required for the MO, AMO, MMCO and Analyst only.

a. Name: Last, first, MI, restrict to maximum 21 characters, including spaces.

b. Service/Rank: Use "N: and appropriate rank code (i.e., N05 for Navy Commander, NW4 for Navy CWO-4, etc.)

c. Activity Name: Abbreviated.

d. Current Job Title: Abbreviated to no more than eight characters.

e. Designator: As appropriate.

f. Projected Rotation Date: (2 digit) month and (2 digit) year individual scheduled to transfer (i.e., 0794, 0195, 1196, etc.).

g. Phone: Autovon prefix, commercial prefix, extension.

(SAMPLE FORM)

ORGANIZATION MAINTENANCE MONTHLY 3-M SUMMARY

ORG CODE:

A. REPORTS RECEIVED DATE:

B. AIRCRAFT MATERIAL CONDITION/UTILIZATION

1. T/M/S ACFT :_____
2. EIS HOURS :_____
3. HRS/PERCENT MC :_____
4. HRS/PERCENT NMCM :_____
5. HRS/PERCENT NMCM :_____
   a. NMCMS :_____
   b. NMCMU :_____
6. HRS/PERCENT NMCS :_____
7. HRS/PERCENT PMCM :_____
8. HRS/PERCENT PMCS :_____
9. NR FLIGHT :_____
10. NR LAND OPS FLTS :_____
11. FLT HRS :_____
12. LAND OF FLT HRS :_____
13. ACT ACFT :_____
14. AVG ACFT :_____

C. AIRCRAFT MAINTENANCE DATA

1. NO DEFECT DATA
   a. ML-1 ITEMS PROCESSED :_____
   b. ML-1 A-127/799 ITEMS :_____
   c. ML-1 MAN/HRS :_____
   d. ML-2 ITEMS PROCESSED :_____
   e. ML-2 A-127/799 :_____
   f. ML-2 MAN/HRS :_____

2. DIRECT MAINTENANCE MAN-HOURS
   a. ML-1 :___
   b. ML-2 :___

3. CANNIBALIZATION DATA
   a. TOTAL ITEMS :_____
   b. TOTAL M/H :_____

4. CORROSION DATA
   a. TOTAL PREVENT I/P :___
   b. TOTAL PREVENT M/H :___
   c. TOTAL TREAT I/P :___
   d. TOTAL TREAT M/H :___

HIGH TEN TREND ANALYSIS
HIGH TEN MANHOUR

WUC	NOMENCLATURE	I/P	MANHOURS	WCENTER

HIGH TEN ITEM PROCESSED

WUC	NOMENCLATURE	I/P	MANHOURS	WCENTER